

For office use			
Date stamp	Surname		
Round code	Preference	Agreed	Refused
	1		
	2		
	3		

Admission application form for transfers

Date from which admission is required	Day	Month	Year
Child's surname / family name	Child's first name		
Child's legal surname / family name if different from above	Child's date of birth Day Month Year		Male / Female (please circle)
1. Name of applicant	2. UK Service Personnel		
Relationship to child	Yes / No		
3. Current address			
Postcode	Home number Work number Mobile number		
4. Future address if moving			
Postcode	New home number		
Expected date of move			
5. Preferred school 1	6. Reason for choice		
	Are you applying for this school on faith grounds? YES / NO		
Preferred school 2	Reason for choice		
	Are you applying for this school on faith grounds? YES / NO		
Preferred school 3	Reason for choice		
	Are you applying for this school on faith grounds? YES / NO		
7. Is your child currently in school? YES / NO			
If yes, please confirm current school name and address			

Is the child looked after by a Local Authority, e.g. fostered, in a residential home etc?

YES / NO (please circle)

Does the child have any special medical needs?

YES / NO (please circle)

Please give details, including the child's medical condition (where the condition is of a long term and disabling nature) and contact details for either their GP or Specialist. These details should show that that it would be detrimental to your child's health not to admit him / her to the preferred school.

8. Details of other children at school in Wiltshire

Name of school	Name of child	Date of birth

If you are applying on faith grounds, you may be required to provide evidence of faith, for example a baptismal certificate or a reference from your minister.

You may also be required to provide additional information by your preferred school(s) on a supplementary form. Please contact your preferred school(s) for advice.

9. I agree to the sharing of the information given within this application so that it can be processed efficiently and confirm that the details given above are correct:

Signature

Date

To be completed by the first preference school.

I support / do not support this application because:

Number of pupils in whole school

Number of pupils in the child's year group

Composition and size of classes for the year group

School:

Headteacher's signature:

Date:

Completing the attached application form

This application should be completed if you wish your child to transfer to an alternative school within Wiltshire.

If your child has a statement of special educational need, you do not need to complete this application form. Please contact your case manager, as Central SEN Services are responsible for securing a school place for your child.

Both sides of the attached application must be completed fully and carefully. The information you provide will be used to determine whether a place can be offered to your child at your preferred school. Failure to complete the form correctly, or to provide the relevant information, may result in your child being unsuccessful in securing a place at your preferred school.

The following information should help you to complete the application form, but should you have any additional queries, please contact Customer Services on 01225 713010.

1. The applicant is the parent or guardian who is applying for a school place on behalf of the named child. Only **one** name should be given. Details of your relationship to the child should also be given, e.g. mother or father.
 2. Please indicate if you are a family of UK service personnel or crown service and moving into area. (A posting notice, assignment order or housing allocation from Defence Estates will be required)
 3. The current address is the address where the child is resident when the application is submitted. It is essential that this information is correct as this is where correspondence will be sent and the address which will be used to determine priority for a school place (unless a future address is given in box 4).
 4. If you are planning to move house, please give full address details within this box. It is important that you also provide the move date as this address will be used for correspondence. It is important **not** to wait until you have moved house before you apply for a new school place for your child. A decision can be made up to a term in advance of the requested date of entry and this can help ensure that your child's transition to a new school takes place with minimal disruption.
 5. You can name up to three preferred schools on the application, but you need not name more than one. The schools named should be within Wiltshire. If you are interested in schools outside of this area, you should contact the school directly for information on how to apply for a school place.
 6. Details of your reason for choice can be given in the appropriate box, however, you do not need to give any details if you do not wish to do so.
If you are applying for a school on the basis of the faith of the school or your child's denomination, you should indicate this on the application. It is likely that you will be required to provide additional information, such as a baptismal certificate, to support your application. For further information **you must** contact the school(s) directly.
 7. Please give details of the school where your child is currently on roll. This information is important as it will help the new school to assess your child's needs.
 8. Many schools will give a higher priority to a child who has a brother or sister already attending the school. Please provide the full name, date of birth and school details of any other children attending any of your preferred schools.
 9. The applicant must sign the form in order that the application may be processed. If you fail to sign the application, we do not have the authority to pass your child's information to any of your preferred schools and we will be unable to process your child's application.
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Additional information

You may only remove your child from a school if you have secured a place for him or her at an alternative school without a break in attendance. It is unlawful to remove your child from school before such arrangements have been made. If you deliberately keep your child away from school without authorisation you could face prosecution.

Wherever possible parents or guardians should visit a school prior to completing an application

In cases where school change is not related to house move, such action should be taken as a last resort. If you are unhappy with your child's education, you should contact the teaching staff, headteacher or governors of the school.

Non-house-move-related school changes will normally only be agreed from the beginning of a term.

Returning applications and decisions

Once completed, applications should be passed to the first preference school named in section 5 of the application form. If your preferred school is a community or voluntary controlled school, Wiltshire Council will write to you with the outcome of your application. Applications will be considered in the order they are received by the School Admissions Team. If two forms are received on the same date, priority will be determined in accordance with the published oversubscription policy for admissions.

It is important to note that decisions are made in writing and will not be given over the telephone.

If your preferred school is foundation or voluntary aided, the school's governing body are responsible for deciding the outcome of your child's application. Should you have any queries regarding applications for foundation or voluntary aided schools, please contact the school directly.

If your application is not successful, you will have the right of appeal against this decision. For voluntary controlled and community schools your child will also be added to a waiting list which will be kept in order of priority. For further details regarding how waiting lists operate, please refer to our guide to school admissions which can be obtained by calling Customer Services on the number below.

Further information and advice

Further application forms and the admissions brochures produced by Wiltshire Council are available through Customer Services on 01225 713010. Information can also be accessed through www.wiltshire.gov.uk

Data Protection

The data collected from your application will only be used for the purpose of admission to a school as explained within these guidance notes. In order to process your application it may be necessary to share the information with schools, within the LA and other LAs. If you do not wish for your details to be disclosed please indicate this within your form.

Wiltshire Council has a duty to protect personal information belonging to the public. The Council is fully notified under the Data Protection Act 1998 and is committed to its principles and best practice in information security BS7799. The Council tries to keep information held about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will erase, complete or amend that information as appropriate, upon request.
